

Departmental and Language Examination:  
Verification of Marks.

GOVERNMENT OF MAHARASHTRA.  
General Administration Department.  
Circular Memorandum No. EXM-1563/J.  
Sachivalaya, Bombay-32 BR, 19th July 1963.

CIRCULAR MEMORANDUM

Several Departments of the Secretariat have prescribed Departmental and/or Language examinations for persons in the offices under their administrative control. Sometimes candidates appearing for these examinations request for verification of marks, after the results of these examinations are declared. The existing rules do not provide for such verification of marks. It has now been decided that requests for verification of marks made by candidates appearing for Departmental and/or Language examinations may be entertained so far as they relate to the checking and totalling of marks and to ensure that no question has remained to be assessed. In order to avoid the possibility of any question remaining unassessed, the examiners appointed for the Departmental or Language examination should be required to certify in the prescribed form that they have verified that all answers or parts thereof in the answer papers have been fully assessed by them and that the marks awarded to the candidates within the answer books have been correctly transferred to the statement of marks on the cover page of each answer book and the total entered in each such statement has been carefully checked and found to be correct.

It is not intended that requests for revaluation of answer books should be entertained.

Specimen forms of statement of marks and a certificate are appended hereto.

155335  
20 SEP 1963  
Hester

By order and in the name of the Governor of Maharashtra,

M.K. GUPTA  
27-8-63

M.K. GUPTA,

Assistant Secretary to Government.

- To
- ✓ The Secretary to the Governor,
  - ✓ The Private Secretary to the Chief Minister,
  - ✓ All Personal Assistants to Ministers and Deputy Ministers,
  - ✓ The Secretary, Maharashtra Public Service Commission (by letter),
  - ✓ The Secretary, Maharashtra Legislature Secretariat,
  - ✓ All heads of Departments and Heads of Offices under several Departments of the Secretariat.

✓ All Departments of the Secretariat.

Form of a certificate

This is to certify that all answers or parts thereof in the answer papers have been fully assessed by me and that the marks awarded to the candidates within the answer books have been correctly transferred to the statement of marks and the total entered in each such statement has been carefully checked and found to be correct.

Examiner.

Marks awarded to each question.

Seat number of the candidate	Q.1	Q.2	Q.3	Q.4	Total